



YoungStar Director Designation

The information in this document explains the requirements for a Director for the purposes of the YoungStar program. **Requirements for YoungStar are informed by licensing, but are different than those for licensing.** If you have questions about Director qualifications and requirements for licensing, please ask your licensor and consult DCF 251:

http://dcf.wisconsin.gov/childcare/licensed/CommManuals/GCC/pcf_pfs4024.pdf

For the purposes of YoungStar, there is no set number of hours a person who is designated as Director/Site Supervisor (hereafter referred to as “Director”) needs to be on-site at a child care or school-age program per week/month/year. The person designated as the Director has responsibility for the following:¹

- Supervision of the planning and implementation of the center/site’s program for children;
- Supervision of the staff at the center/site;
- Staff meetings and orientation; and
- Continuing education for the staff.

The child care or school-age program has the responsibility of determining which person meets these qualifications and identifying that person as “Director” in their Registry Program Profile. YoungStar staff (Technical Consultants and Formal Raters) will not be responsible for verifying that the person listed as the Director is on-site for a set number of hours per week/month/year.

A person can only be assigned to one child care or school-age program at a time as a Lead Teacher/Group Leader or a Director. If a person is serving in a dual-role as both Director and Lead Teacher/Group Leader in one program, YoungStar staff will be responsible for verifying that the person serving in the dual-role has the appropriate allocation of teaching vs. administrative time as prescribed in the YoungStar Evaluation Criteria for Group and School-Age programs. These are available at the links below:

Group Evaluation Criteria: http://dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria_group.pdf

School-Age Evaluation Criteria:

http://dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria_schoolage.pdf

¹ This language is paraphrased from DCF 251.05(1)(e)